



# Joint Project Administration (JPA)



# What is the Joint Project Administration Group.....

A facilitator for coordinating the  
Agreement process between the  
Department (ADOT) and other  
Government agencies.

# JPA Team

- Mickie Franklin    Joint Project Administrator
- Lillian Marks      Joint Project Manager
- Irene Higgs        Management Analyst IV
- Procurement Specialist
- ❖ Lisa Yahraus      ❖ Cynthia Childers
- ❖ Gail Chimel        ❖ Korina Lopez

# Agenda



What is a JPA?



JPA Flow Chart



Requesting a JPA



JPA Launch System Tutorial

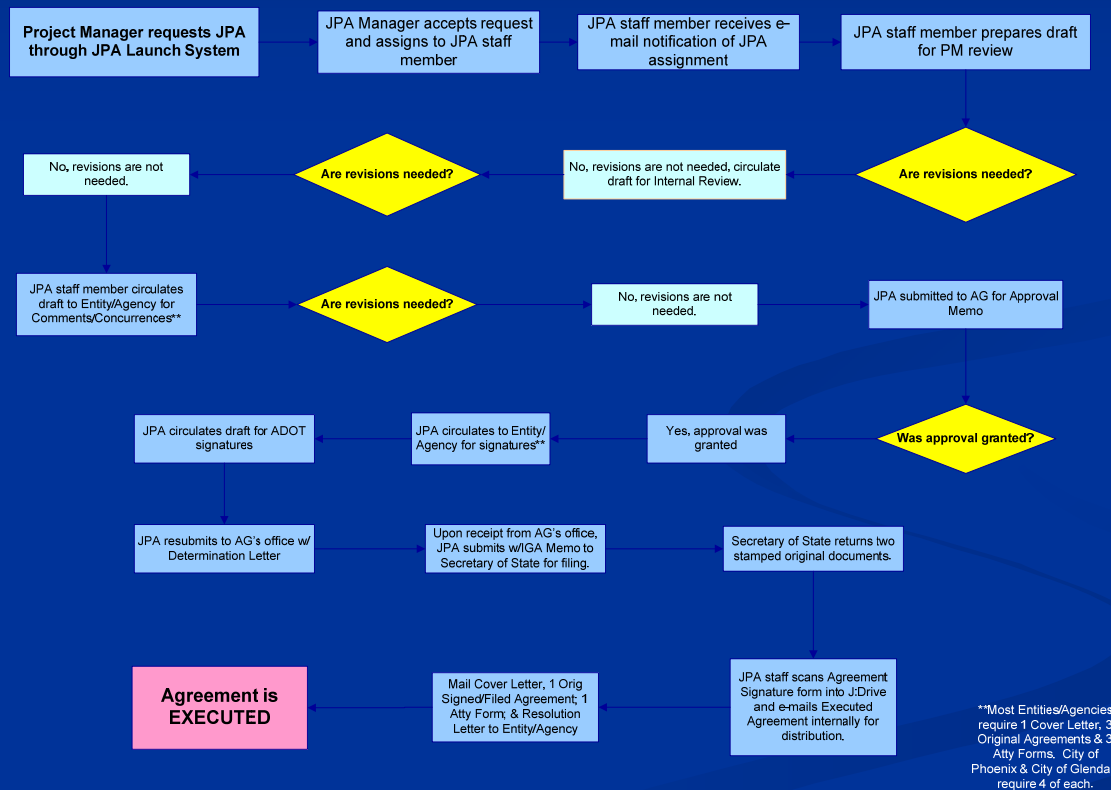


FAQ

# What is a Joint Project Agreement...

- ❖ An Agreement between parties
- ❖ Includes Intergovernmental Agreement (IGA) and/or Private Sector Agreement (PSA)
- ❖ Legally binding document
- ❖ Includes funding, maintenance responsibilities & R/W issues etc.

# Joint Project Agreement Flow Chart (Perfect World)



# STOP!!

Before you request a JPA you will need to have the following information:

- ✓ TRACS No. (Obtained from Project Accounting)
- ✓ Budget Source Item No.
- ✓ Project Bid Date
- ✓ How is the Project being Funded?
  - a.) State
  - b.) Federal
  - c.) Local
  - d.) State/Local
  - e.) State/Federal
  - f.) Local/Federal
- ✓ Project Breakdown Cost (if applicable)
- ✓ Federal-Aid Project (i.e. TRACS that begin with SL, SS, SB or HURF) will require a cost breakdown for Design/Construction.
  - a.) Local/State Match 5.7%
  - b.) Federal (capped) 94.3%

# STOP!!

(cont.)



## Project Contacts/Team Members



## Scope of Work

- 1.) What type of work?
  - a.) Design + Construction
  - b.) Installation + Maintenance
  - c.) Construction/Installation
  - d.) Construction/Installation + Maintenance
- 2.) Project Location (i.e. Milepost etc.)?
- 3.) Who will administer the project (i.e. City/Town/County or State)?
- 4.) Who is responsible for what?
- 5.) If there is maintenance work involved, who is responsible for the maintenance?
- 6.) What is the maintenance scope i.e. water, landscape, electric energy, etc?
- 7.) Who is handling the Right of Way acquisition?
- 8.) Any Abandonment?
- 9.) Any Temporary Construction Easements (TCE)?



# Arizona Department of Transportation Joint Project Agreement Instructional Guide

Welcome to the Instructional tutorial for  
Joint Project Agreements

Clicking your mouse will allow you to proceed  
through this tutorial screen by screen.